Michigan Electronic Grants System (MEGS)

Subject: MEGS Security Authorization form

1. **Intent**.   MEGS Security Authorization forms are required for every agency that will submit education related grant applications to Michigan Department of Education (MDE) using MEGS. The purpose of the form is allow the superintendent or chief operating officer to designate up to two personnel within their agency to have the responsibility to assign roles and permissions within their organization.

2. **Background**. MDE is scheduled to implement the on-line grant application system for 25 grants in the coming year. In order to use MEGS, each district is required to have at least one authorized official registered in the MEGS database. This user, in turn, will register other school or district personnel in MEGS. Each agency will be able to assign permissions to multiple personnel within their organization. MEGS will allow each applicant agency to control their own permissions and levels of access to MEGS. Applicants can have program and business personnel prepare different portions of the applications, while ensuring that only specific administrators are allowed to submit the application to MDE.

3. **Security**.   One of the key features of MEGS is the built-in security. All users of MEGS will be required to Log-In through the state's Michigan Education Information System (MEIS). By using MEIS to control entry into MEGS, the activities for each user within MEGS are tracked.

4. **Form Submission**.   The electronic security authorization version of the form is designed in Word to allow users to fill out the form using their computer word processor. It may also may be printed and filled out.   Once the form is complete, it should be forwarded to MDE ATTN: Mary Ann Chartrand.

Email: DeYoungA@state.mi.us
Fax Number: (517) 241-0496
Address: Michigan Dept. of Education
                  Office of Budget, Contracts and Grants
                  P.O. Box 30008
                  Lansing, MI 48909

5. **Form Directions**.

a)   Fill out district or recipient name.
b)   Fill out district code or recipient code.
c)   Step 1. Each district or recipient organization can designate up to two Authorized Officials. If providing two, select one primary and one alternate. Provide first and last names, a title (optional), email address, and a phone number (include area code).
d)   Step 2. Enter MEIS account of authorized official. All users of MEGS will require a MEIS account ID. An existing MEIS account (MEIS accounts are used to log-in into other MDE applications, including School Breakfast, Lunch, and Special Milk Reimbursement Form, Grant Project Expenditure Report & Final Expenditure Report, and the School Bus Inventory.)
e)   Step 3. If unsure that the authorized user has an existing MEIS account, check the MEIS database by navigating to the following URL in your internet browser:
     http://meis.mde.state.mi.us/userman   .

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Figure 1-1 MEIS User Management System

To verify an account, use the MEIS Login to enter the Login and Password of the Authorized Official. It the Login and Password is valid the user will see a welcome screen. If the login is incorrect or the person does not have an account, a MEIS Login error message will be displayed.

A second way to verify an existing account is to select the "Create an MEIS Account" option. If there is an existing account for the specified last name and first name, the MEIS Account ID will be displayed, in addition to first and last name, and city and state information. If this information is correct, the MEIS Account ID can be used for the authorized official.

If there is no record of the first and last name, a new MEIS account can be created by entering all necessary contact information, security information and then providing final verification.   Once the user has verified all information a new MEIS account will be established, with a MEIS Account ID, MEIS Login, and a randomly generated MEIS password. The password can be personalized by logging into the MEIS system, and selecting to "Change Password."
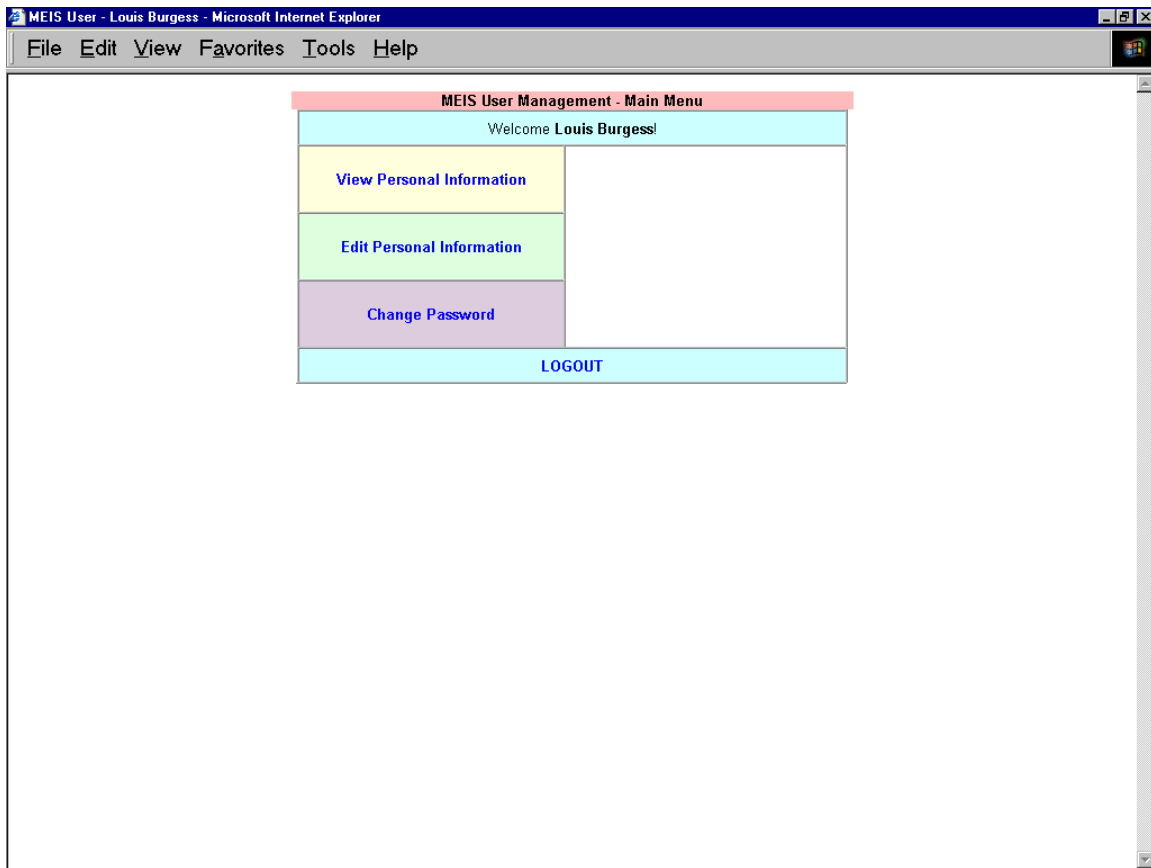
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Figure 1-2 Welcome Existing MEIS User.

f)   Step 4. The designated Authorized User will sign and date the form, acknowledging their responsibility to protect their user identification and password from unauthorized use. If the Authorized Official is a replacement for an existing Authorized Official, indicate in the check box.

g)   Step 5. The superintendent, director, or chief operating officer completes the form by annotating their organization name and signing the form.

6. **Help Desk Contact.** Any questions concerning the MEGS Security Authorization can be addressed to the MDE Help Desk, (517) 335-0505.